

**Virginia Public Guardian and Conservator Advisory Board  
Planning and Development Committee Meeting**

Virginia Department for the Aging  
1610 Forest Avenue, Suite 100  
Richmond, VA 23229

**September 28, 2006, 2:00 PM**

**MINUTES**

**Members Present**

Deborah Burcham, Chair; Paul Aravich, Christina Delzingaro, John Powell, Janis Selbo

**Members Absent**

Judith Koziol, Cynthia Smith, Lawrence Zippin

**Guest Present**

Sally Goodfellow, Rockbridge, Bath and Alleghany Public Guardianship Program

**VDA Staff**

Commissioner Julie Christopher, Janet James, Jackie Taggart

**Meeting Called to Order**

The Planning and Development Committee met following the adjournment of the full Advisory Board meeting. Deborah Burcham, Chair, called the meeting to order at 2:10 pm.

Deborah Burcham suggested that the Committee discuss in what areas they want to develop best practices. Also, to discuss who are the stakeholders to be represented on the Committee. In discussion, it was also mentioned that there were some things probably taken out of the draft regulations that the Committee might want to look at again. The Committee discussed getting a copy of the draft regulations that the Board prepared originally to avoid reinventing the wheel. Christina Delzingaro offered to see if she could find a copy of the original draft regulations and distribute it to the Committee members prior to the next meeting.

The By-Laws for the Planning and Development Committee states that the Committee shall;

- o gather appropriate information and data as requested by the Board; and
- o explore opportunities to develop grants and other means of funding for proposals, as requested by the Board to expand and to approve public guardian programs for adults.

In addition to the By-Laws charge to the Committee, they will also address the following topics:

Best Practices/Uniformity particularly as they relate to encouraging the use of:

- o least restrictive alternatives,
- o adequate discharge planning.
- o limited guardianship, and
- o encouraging alternatives to guardianship.

The Committee shared much discussion on the 1:20 ratio (1 staff required for each 20 clients served) and decided to move on with the charge of the Committee.

Deborah Burcham, Chair suggested that it would be helpful for the Committee to create a greater understanding among the stakeholders as to what the role of the guardian/conservator is that differ from the other service providers (e.g., case management, residential) that are involved with the individual.

Janet James will provide the new Board members, as well as the new Committee members a copy of the Pam Teaster's Report and her monitoring report template for the public guardianship programs.

The Committee discussed and decided to invite the following potential stakeholders to become a member of the Planning and Development Committee:

- (8) Members of the Virginia Public Guardian and Conservator Advisory Board
- (2) Public Guardianship Programs (1) stand alone and (1) large organization
- Virginia Community Service Boards
- Case Manager (Community Service Boards)
- Department of Social Services
- Department of Social Services Social Worker
- Virginia Board for People with Disabilities.

Christina Delzingaro and Janis Selbo will draft a letter of invitation to the stakeholders.

#### **New Chair Appointed**

Janis Selbo was appointed and accepted the position as Chair to the Planning and Development Committee.

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**Next Meeting**

The next Planning and Development Committee meeting is scheduled for November 9, 2006 at the Virginia Department for the Aging at 10:00 am.

**Adjournment**

The Planning and Development Committee Meeting adjourned at 3:50 pm.

A handwritten signature in black ink, reading "Deborah Burcham", written over a horizontal line.

Deborah Burcham, Chairman